



May 6, 2021

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

DATA & QUALITY SPECIALIST

PC #09

Position Overview

Department:

Adult Services
Summit Park
3500 East College Avenue, Suite 120
State College, PA 16801

Base Pay:

Salary Grade: S-51
\$20.15—\$22.70/hour
Non-Exempt

Shift Available:

Full—Time (37.5 Hours)
8:30am-5:00pm

Required Education:

Bachelor's degree in related field.

Required Experience:

Two (2) years of professional level experience in database and quality management. Experience in the human services field and an understanding of required data collection and reporting is preferred, but not required.

Applications:

Applications for this position will be accepted **until May 20, 2021.**

Summary of Job Functions

- Prepare raw client data for manual entry into the Adult Services database.
- Supports the Adult Services system administrator and is lead liaison with the database's host.
- Maintain data quality and database management in both the Adult Services database, Homeless Information Management System (HMIS) database, and any other funding required database.
- Support caseworkers with data collection and quality management.
- Understand program regulations, data requirements, and reporting cycles for county, state, and federal funding sources.
- Assists with monthly, quarterly, and annual program reporting.
- Provide database-related training and technical assistance to Adult Services staff.
- Lead department's initiative to transition from a paper to electronic-based filing management system.